

ACTIVITY GROUNDBREAKING/RIBBONCUTTING CHECKLIST

As soon as possible prior to the event, determine how much of a ceremony to have. This can vary from a simple ground breaking with the ROICC and the contractor, to a full blown ceremony with a senator and several admirals. The ROICC will take care of some of these items, the host activity will take care of others, but you need to consider all of them.

- _____ 60 days ahead, determine type and formality of ceremony.
- _____ 45-60 days ahead, determine who will participate.
- _____ Check availability of principal participants.
- _____ Determine guest list. (ROICC will provide contractor and designer information)

Coordinate with:

- _____ Public Affairs
- _____ Security
- _____ Public Works
- _____ Protocol
- _____ Photo Lab
- _____ Medical
- _____ ROICC (so that site/project will be suitable for event)

- _____ Determine uniform requirements.
- _____ 30 days ahead, mail invitations to participants/guests.
- _____ Three weeks ahead, start preparing fact sheets, biographies, news release, program.
- _____ Two weeks ahead, mail maps, passes and instructions to guests.
- _____ One week ahead, invite media by phone. Tell where and when to arrive, provide access requirements.
- _____ One week ahead, schedule photographer/alert base newspaper.
- _____ One week ahead, assemble press kits.

Site requirements:

- _____ Inclement weather plan
- _____ Platform
- _____ Podium
- _____ Chairs
- _____ Power:
 - _____ Needed (110v / 220v)
 - _____ Available
- _____ PA system
- _____ Tape or Video Recorder
- _____ Lights
- _____ Shovels (ROICC supplies painted or clean shovels and hardhats)
- _____ Scissors / Ribbon
- _____ Ground preparation
- _____ Tent/awning
- _____ Parking area
- _____ Seating area for guests
- _____ Area for photographers
- _____ Porta-potties